

BF-2460

11 May 1955

MEMORANDUM FOR: Comptroller

SUBJECT : Proposed CIA Position Standard -
Finance Officer Series

1. Subject proposed position standard has been reviewed and the following comments are furnished for your consideration:

Paragraph I C - Background Information

a. The definition of a Class A station reflected in the second paragraph should read:

" A station is considered Class A for finance purposes when (1) a trained Senior Finance Officer is assigned by the Office of the Comptroller, (2) accounts are maintained under the Class A accounting and reporting system, and (3) the Senior Finance Officer has been designated as an Authorized Certifying Officer."

b. Acceptance of this definition will require comprehensive revision of the entire position standard to eliminate improper reference to "Class A" processes and responsibilities. Also, the statements which indicate that Finance Officers are assigned to Class B stations are incorrect and should be eliminated wherever they occur in the paper, since whenever a Finance Officer is assigned to a Class B station, the station is converted to Class A.

c. The last sentence of the third paragraph under C. should be revised to refer to the Certifying Officer rather than Finance Officer, and should indicate that the Certifying Officer and not the Chief of Station may be held pecuniarily liable unless the disbursement was made on specific order, in writing, by the Chief of Station, over his written objection.

d. In the first sentence of the fourth paragraph of C., "Administrative audit and certification" should be substituted in lieu of "final approval" and reference to Class A stations should be eliminated.

Paragraph IV - Classification of Positions to Varying Grade Levels

a. The emphasis on certifying authority as a prerequisite for attaining the more senior grades does not adequately recognize other, and in some instances, more important responsibilities. For example, [REDACTED]

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installations on financial matters, each in itself may justify a most senior grade, not to mention those situations wherein variety of cover and covert operations require the Finance Officer to be an expert in clandestine financial operations.

b. The third paragraph under IV should be eliminated since Finance Officers are not assigned to Class B stations.

c. The relative importance of elements listed overemphasizes volume as a grading factor. Complexity of transactions, cover arrangements and nature of operations supported all can take precedence over volume insofar as taxing capabilities of a Finance Officer are concerned. Also, to be consistent with above, we should include Certifying Authority as an important factor in establishing grade.

Paragraph V - Qualification Requirements

a. We should not establish the absolute requirement that all incumbents must pass "overseas" physical since many positions are at Headquarters. Generally such qualification is necessary, but exceptions must be recognized.

2. The above comments have been directed primarily toward the general text of the proposal. In light of the above comments, it is quite obvious the "Grade Level Distinctions" section will require considerable revision to:

a. reduce emphasis on volume and number of accounts as major factors in grade level;

b. more adequately recognize funding, procurement, other agency liaison, complexities of transactions, cover situation and nature of operations supported as important, and in some instances, the sole factor justifying senior grades;

c. introduce budgetary responsibilities, since at most stations, the Finance Officer is also charged with station level budget officer responsibility;

d. eliminate references to Finance Officers at Class B stations;

e. recognize that Senior Finance Officer at each station is official Agency Custodian of Funds, with authority to designate and direct other custodians.

3. Further detail review of the proposed standards will probably reveal other points wherein we would desire revision. The items presented

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above, however, appear to be so basic and require such broad revision as to result in the necessity for a fairly complete revision of the proposal. If you concur that such is the case, I shall be glad to work further with the Personnel Office on such revision.

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Chief, Finance Division

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Attachment

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ATTACHMENT